

RANGE N05

**JTC NO. CG3
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Auxiliary Business Services Assistant

DATE PREPARED: Fall 2001

DATE REVISED: Fall 2005; Fall 2008; Spring 2009; Summer 2012; Spring 2015; Fall 2016

GENERAL SUMMARY:

Responsible for monitoring and administering food services, vending, and other auxiliary business programs and services.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Responsible for monitoring the delivery of assigned food services, vending machine services, bookstore services, copier services, and other auxiliary services.
- Evaluates auxiliary business service requests; prioritizes and performs tasks.
- Documents project activities and prepare reports related to all aspects of auxiliary business services.
- Monitors vendor financial performance and prepares and analyzes related financial data.
- Compiles statistical data and prepares related reports.
- Acts as liaison between District locations and auxiliary service vendors.
- May work with additional assigned internal and external providers of auxiliary services.
- Performs other duties as assigned.

REPORTING RELATIONSHIP:

First level supervisor is the Auxiliary Business Services Manager; second level supervisor is the Director of Purchasing Services.

PHYSICAL EFFORT REQUIRED:

Works with light materials requiring little physical effort.

Auxiliary Business Services Assistant
Page Two

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Bachelor's degree or higher or equivalent plus three years of business related experience or experience working with providing auxiliary services **or** Associate's degree or equivalent plus five years of business related experience or experience with providing auxiliary services. Demonstrated oral and written communication skills to effectively interact with varying levels of industry contacts and individuals from diverse backgrounds. Excellent computer skills to include proficiency in Microsoft Office Suite. Ability to utilize computer technology in order access and compile statistical data, generate financial and other reports and to communicate with others. Valid driver's license and the ability to travel as required to a variety of District locations. Strong knowledge and experience providing effective customer service. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ccp: 10/30/01
revised: 09/01/05 – rje; ccp
revised: 09/01/08-rje-ccp
revised: 04/2009-ccp
rvsd: 08/2011 – rrg
revised: 08/2012 – emm
revised: 04/2015 – emm
revised: 12/2016 - emm
ADA/tmm 04.02.19